

NAF ANNOUNCEMENT NO. 05-05N
02 MAY 2005

VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077

TYPE OF VACANCY:	Non-Appropriated Fund Vacancy
OPENING DATE:	09 MAY 2005
FIRST CUT OFF:	16 MAY 2005
CLOSING DATE:	Until Filled
JOB TITLE, SERIES AND GRADE:	Child and Youth Services (CYS) Functional Technology Specialist NF-0301-04
STARTING RATE:	\$15.79 per hour
LOCATION:	D/Community Services, Family Services Division
AREA OF CONSIDERATION:	All Nonappropriated Fund Activities & Outside Activities
TYPE OF APPOINTMENT:	Flexible
DUTY SCHEDULE:	Duty hours will be flexible with the majority of hours being between 1300-2100, some weekend hours are required.
NUMBER OF VACANCIES:	1

STANDARD REQUIREMENT: DIRECT DEPOSIT IS REQUIRED. As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTICE: MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.

BENEFITS: NONE

SUMMARY OF DUTIES: Serves as a CYS Functional Technology Specialist. Responsible for integrating technology into all aspects of CYS operations. Works closely with installation ISO and Directorate of Advanced Information Technology (DAIT) to develop and implement technology procedures and actions to support CYS programming for children and youth and CYS administrative operations. Oversees and supports implementation of the Child and Youth Management Information System (CYMS). Collects and maintains up-to-date statistical data for planning and reporting purposes. Ensures operations of CYS Technology Labs are in accordance with all applicable regulations and standards. Designs and implements a comprehensive Educational Technology Program for those attending CYS programs. Ensures technology activities promote positive growth and development of children/youth. Coordinates with CYS Training and Curriculum Specialists and CYS Training and Programming Specialists to train CYS employees and Family Child Care Providers on the basic computer skills and the operations of CYMS. Ensures CYS automation systems meet 1A compliance. Serves as CYS liaison to ISO/DAIT to ensure CYS automation materials and equipment are maintained in working order and have the capability to handle sophisticated software applications need to participate in eCYBERMISSION and B&GCA competitions and initiatives.

SPECIAL CONDITIONS OF EMPLOYMENT: All required background checks IAW current AR 215-3 and the Crime Control Act must be successfully completed and maintained including Child and Youth National Agency Check with inquiries (CNACI). A health assessment is required. Satisfactory performance, successful completion of training requirements and demonstrated on the job competency is required.

QUALIFICATION REQUIREMENTS:

Substantial college course work or professional certificates from trade school(s) or demonstrated competence in computer science, information technology or related fields. Successful completion of a 4-year college or university with coursework in computer science, information technology or a closely related field highly desirable. In addition, candidate must possess:

1. *Knowledge of child and youth programs, education/recreation programs for youth, or a combination of knowledge in all fields related to child/youth development or related field.*
2. *Knowledge/demonstrated skill in working with Microsoft Windows and Windows applications; Intranet/Internet database applications; email administration, web pages design/development, and server administration; setting up network printers, and other peripherals.*
3. *Ability to trouble shoot hardware, printers, LAN equipment, scanner, server, and software and swap/replace/upgrade equipment.*
4. *Ability to plan and organize work, analyze problems to identify significant factors, gather pertinent data and propose solutions.*
5. *Be able to communicate in English (verbal and written).*
6. *Be 18 years of age at the time of appointment.*

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Nonappropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplemental Employment Application Form) and DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, Knowledge, Skills, and abilities, {KSA's} where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, ATTN: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077.** The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant